Chouteau Township Hall Rental Agreement
906 Thorngate Road
Granite City, IL 62040
Office Phone: (618) 931-0360/Hours: 9am-12pm & 1pm-4pm
Email Address: admin@choutwp.com
Rental Times are Available: Saturday or Sunday 9am-9pm (Chose up to 6 hours)
Electric Gate/Park Hours: (April 1- Oct 31) 7am-8pm & (Nov 1 – Mar 31) 7am – 5pm

Chouteau Township, the owner of the Township Hall, hereby rents the township hall with adjoining kitchen to the undersigned renter upon the following terms & conditions. There is a **REFUNDABLE DEPOSIT** required with each rental of **$50.00.**

I, _____, agree to the rules & guidelines given in this contract for the **RENTAL FEE of **$**_____, which is due **NO LATER THAN ONE (1) MONTH PRIOR TO** rental date.

**1. (Int._____) RENTER MUST BE PRESENT FOR OPENING & CLOSING TIMES/RENTER IS THE ONLY ONE THAT CAN MAKE DEPOSIT & RENTAL PAYMENT.

2. The deposit will be refunded **if all conditions of this agreement are met and guidelines followed**. A **CASH DEPOSIT** must be **picked up within one (1) month** of rental date by signee or it is forfeited. Signee must have a Driver's License for pickup. A **CHECK DEPOSIT** will be mailed back the week following the rental date. A **DEBIT/CREDIT CARD DEPOSIT** will be refunded back to the original card used the week following the rental date.

3. Rental Times of: _____ to _____. **(This needs to include decorating, party & clean-up times)

**4. Date of Rental: _____.

5. Type of EVENT: _____. **(Hall is set up for 72 people)

6. If interested: extra tables w/ chairs, there is **a $50.00 extra fee - write in the number requesting _____.

7. We automatically set up using rectangle tables. If interested in **ROUND there is a **$50.00 extra fee.** (please note we can only set up to120 chairs) Mark here if YES/give Number: _____.

8. (Int.____) **There are NO PETS(unless a Registered Service Animal), candles(fire Lit), bouncy houses, fog machines, electric/gas operated vehicles, party poppers/baby reveal accessories, etc. ALLOWED.

9. (Int. _____) The janitor will ONLY wait 15 minutes past the above times listed to let the above renter in. If you are late …. **You will lose ½ of your DEPOSIT (NO IF ANDs or BUT about it)

10. Leave the premises in **CLEAN and SANITARY** condition, including but not limited to the hall, restrooms, kitchen and sink area.

11. There is **NO ALCHOLIC/INTOXICATING BEVERAGES/DRUGS** of any type allowed on the premises (inside or outside). If discovered, you will **LOSE YOUR DEPOSIT**.

12. For your Security and Ours, we have cameras on the inside and outside of the Township Hall.

13. If Damage/Destruction of personal property (tables, chairs, walls, floors, etc.) or real estate property occurs the signee is responsible for reimbursing the Chouteau Township of the cost to repair or replace and Deposit is forfeited.

14. The Township Hall is **NEVER TO BE LEFT UNATTENDED!** If the party ends early, follow directions given by janitor when you are let in. If left unattended you will **LOSE YOUR DEPOSIT.**

15. The Playground is available for use, **HOWEVER** there always needs to be **ADULT SUPERVISION**.

**_____
(Signature of Responsible Renter)

_____
(Chouteau Township Representative)

Guidelines for Chouteau Township Hall Renters

Not-for-Profit renters shall observe the same rules as those paying for rental.

Failure to read and observe the following rules will result in a forfeit of the rental deposit and possible exclusion of future rentals.

ALCOHOL/DRUG USE IS PROHIBITED ON TOWNSHIP PROPERTY.

STATE LAW PROHIBITS SMOKING IN THE BUILDING.

Any damage to the property must be reported to the Township Supervisor with full restitution made to the township per this agreement.

ALL SERVERS NEED TO WEAR PLASTIC SERVING GLOVES. (Suppled in Kitchen area or bring your own)

IF GAS STOVE IS USED THE EXHAUST FAN MUST BE TURNED ON!

Tables & chairs will be set up and taken down by the Township Janitor. Tables & chairs can be rearranged BUT MUST be returned to their original position. **IF NEED a specific arrangement. You can present a LAYOUT at least two weeks prior to the rental date.**

ALL TABLES & CHAIRS ARE SUPPLIES BY TOWNSHIP....NO OUTSIDE FURNITURE ALLOWED!

ALL TABLES ARE TO BE COVERED WITH SOME TYPE OF TABLE COVER. NO EXCEPTIONS

TABLES AVAILABLE FOR REGULAR RENTAL ARE AS FOLLOWS:

- **12 – 6-foot rectangle (w/ 72 chairs)**
- **5 – 5-foot rectangle (food tables)**
- **1 – 5-foot round table (cake/gifts)**
- **1- 6-foot table (additional)

TOTAL TABLES FOR TABLE COVERS: 19 TABLES

ALL TRASH RESULTING FROM EVENT IS TO BE PLACED IN DUMPSTER JUST OUTSIDE THE DOUBLE DOORS

DECORATIONS ARE ONLY ALLOWED ON THE WALLS...**MUST USE PAINTERS TAPE**

(NO COMMAND STRIPS, STICKY PUTTY, DUCK TAPE, ETC.)

Do Not staple decorations to tables. Do Not use any type of Tape on Floors.

A mop Bucket of clean water is supplied for **LARGE SPILLS ONLY.**

A broom is supplied for LARGE **AREAS OF FOOD SPILLED ON FLOOR**.

There is **NO GARAGE DISPOSAL** in the sink, so be cautious as to what you put in the drain.

KITCHEN CLEAN-UP: Enjoy the use of the kitchen BUT LEAVE IT LIKE YOU FOUND IT... CLEAN

All signs giving directions, etc. are to be removed immediately following your event.

FAILURE OF RENTER TO EXIT AT THE AGREED UPON TIME WILL RESULT IN A FORFEIT OF DEPOSIT.

In case of an Emergency or **if Event ENDS EARLY, <u>you can reach Janitors at: (618) 531-0293</u>**

CANCELLATION POLICY

If Rental Fee is NOT paid by ONE MONTH from time of rental – The date could be LOST.

<u>Once Rental Fee is paid and you need to CANCEL</u>: A full refund of rental fee & deposit will be issued IF CANCELLED TWO WEEKS PRIOR TO RENTAL DATE.

If AFTER TWO WEEKS, the deposit fee will be refunded.

**_____

(Signature of Responsible Renter) **(Date)**